

an agency of the Department of Arts and Culture

Luthuli Museum Annual Report 2015/16



LUTHULI MUSEUM COUNCIL



Mr Jabulani Sithole Chairperson



Advocate M Ralefatane
Deputy Chairperson



Dr Albertina Luthuli Member



Mr George Kgarume Member



Dr. Mxolisi Mchunu Member



Mr Mthunzi Luthuli
Member



Prof. Peggy Luswazi Member

LUTHULI MUSEUM STAFF

Mr Brian Xaba

Director

Mr Vusi Buthelezi

Curator

Mr Julanolwazi Newane

Finance Manager

Ms Nolwazi Faku

Marketing Manager

Ms Nana Mzoneli

PA to the Director

Mr Thabani Nkosi

Executive Administration Assistant (Contract)

Ms Nonhlanhla Mnguni

Finance Officer

Mr Troy Phili

Research Officer (Contract)

Mr Njabulo Luthuli

Museum Officer: Graphics Design Technician

Mr Clinton Taylor

Education Officer

Mr Thulani Thusi

Heritage Educator

Ms Zinhle Nyembe

Public Relations Officer

Ms Petty Bhodoza

Site Supervisor

Ms Khanyisile Mhlongo

Part-time Site Supervisor

Ms Bajabulisile Mngadi

General Assistant

Ms Sbongile Ngwane

General Assistant/Messenger

Mr Siyabonga Dlamini

Groundsman

LUTHULI MUSEUM VISITING HOURS

Monday to Saturday 08h30 to 16h00 Sunday and Public Holidays 11h00 to 15h00 The Luthuli Museum is closed on Good Friday, Christmas Day and New Year's Day

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Luthuli Museum A Site Of Conscience And Hope









an agency of the Department of Arts and Culture

"I remain an African, I think as an African, I act as an African, and as an African I worship the God whose children we all are." - Chief Albert Luthuli

> 3233 Nokukhanya Luthuli Street, Groutville, KwaDukuza 4450

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STATEMENT BY COUNCIL CHAIRPERSON

CHAIRPERSON STATEMENT



Luthuli Museum Council Chairperson Mr Jabulani Sithole

Our oversight responsibility as the newly appointed Luthuli Museum Council opened with an invitation to present our organisation's 2015/2016 Annual Performance Plan (APP) to the Parliament's Arts and Culture Portfolio Committee on the 21 April 2015. This meeting with the Portfolio Committee provided an opportunity to not only deepen our understanding of Parliament's expectation of its Arts and Culture Public Entities but also for our Council to share with the Members of Parliament our organisational goals for the next three years and the constraints it is facing. The financial sustainability of the organisation being the main one, which if not fully addressed would potentially have a knock on effect on the Luthuli Museum's mandate in promoting the legacy of Chief Albert Luthuli. For example our oversight role as Council has been hampered as we have had to be financially considerate in organising our quarterly meetings whereby we compress our Committees and Council meetings over two days with the unintended consequence of Committees' nearly being not fully effective. In addressing this matter of financial sustainability Council has already begun the process of strengthening the Museum's fundraising capacity and presented to the Ministry of Arts and Culture a request for consideration of additional funding for the next MTEF.

Despite the identified threat of financial sustainability the Luthuli Museum continues to effectively and efficiently service its mandate as government's appointed custodian of the legacy of Chief Albert Luthuli. Our organisation was one of the few cultural institutions within the sector that has achieved compliance with GRAP 103 with respect to the valuation of heritage assets. We have signed off and approved an architectural design concept and plan for the construction of a new resource centre building to be built at the Museum. This new facility will provide for increased operational facilities in terms of staff offices; exhibitions; audio visual screenings; resource centre for learners and community members; and ablutions. The Department of Arts and Culture (DAC) has provided funding for this project and the Museum is currently in the process of raising additional funds for this costly project. Our intention as Council is to deliver on this project during our term of office. In our quest to 'go green' and being cost efficient as an institution we have set in motion the goal of having a paperless organisation within the next five years. We already have ventured into alternative energy with the limited use of solar power for some of our energy needs and have installed rain water harvesting system for the irrigation of our Museum garden. We have identified the need for the Museum to establish an education fund in the name of Chief Albert Luthuli in order to lend a hand in the challenges faced by our learners in further education and training. We must remember that Chief Albert Luthuli was not only a political figure but a qualified educationist whose passion and goal was the betterment of his fellow men and women.

In the medium and long term, it is our belief and hope that the legacy of this remarkable leader manifests itself in the daily lives of every South African committed to the nation building project envisioned by those who came before us. The Annual Chief Albert Luthuli Memorial Lecture remains another important vehicle to inform and educate South Africans and the world at large about the life and times of this stalwart of the struggle for liberation. The lecture for 2015 was achieved under the theme; 'Faith, Politics and Development: Lessons from the generation of Chief Albert Luthuli', with Dr Brigalia Ntombemhlophe Bam, formerly Chairperson of the Independent Electoral Commission (IEC) and Dr Ishmael Noko, formerly General Secretary of the Geneva based Lutheran World Federation, being the speakers. The lecture was achieved with the generous support of the University of KwaZulu Natal (UKZN); the National Department

of Arts and Culture (DAC) and the South African Broadcasting Corporation (SABC) which beamed the event live within the African continent. It is such collaborations and partnerships that enable the Museum to achieve more with less. Other important partnerships and collaborations are with unsolicited individuals and organisations who in their appreciation of the legacy of the Chief present opportunities to the Museum. Those that come to mind are people like Dr Jabulani Mzaliya who self-published a book on the celebration of Chief Albert Luthuli's legacy 'through his heritage trail', and the Reverend Chris Mzoneli who approached the Museum to jointly publish his book based on his memoirs as his neighbour in Groutville. The Museum should continue to seek and nurture such partnerships for it is through people's agency and ownership that a legacy lives and grows.

In my conclusion, I would like to thank my fellow Council members, who in their indefatigable commitment and efforts have continued to make this institution befitting of the legacy of a man revered for his strength; truth; convictions and love for his people and the betterment of their lives.

JABULANI SITHOLE

CHAIRPERSON: LUTHULI MUSEUM

31 July 2016

















AUDIT COMMITTEE REPORT

Luthuli Museum

Report of the Audit Committee

We hereby present for our report for the Financial Year ended 31 March 2016

1) Audit Committee Members and attendance

The Audit Committee, consisting of independent, external members listed below, is required to meet at least 4 times per annum as per the Audit Committee Charter, although additional meetings may be called as the need arises. The Committee held meetings during the year under review. This was due in the main to the late appointment of the Internal Auditors.

<u>Members</u>	Meetings attended
B A Sutcliffe (Chairperson)	3
Adv. M J Ralefatane	1
Mr G Kgarume	3

2) Audit Committee Responsibility

The Committee has been set up in accordance with the Public Finance Management Act No 1 of 1999 and operates within the terms of the Audit Committee Charter approved by the Council of the Museum.

3) Review of the Annual Financial Statements

The Committee concurs with and accepts the unqualified audit opinion issued by the Auditor General.

The Chairperson has:

Reviewed the Audited Annual Financial Statements

Reviewed Management responses to the management letters issued by the Auditor General.

The Committee is of the opinion that the Audited Annual Financial Statements be accepted and read together with the Report of the Auditor General.

4) Efficiency and Effectivenesis of the Internal Audit Function

The Internal Audit Function was outsourced and an audit programme set up as a result of a risk assessment seminar conducted. The report of the Internal Audit was presented at the meeting of 18 May 2016.

Items covered were:

Revenue

Compliance and Corporate Governance

HR and Payroll

Bank and Cash

Petty Cash

Accounts Payable

This will be commented on in the 2017 Annual Report.

4) Monthly Management Reports

Monthly Management Reports were reviewed by Audcom. These included income and expenditure reports, bank reconciliations and investment detail. No matters were found.

5) Conclusion

The Audit Committee is of the opinion that the Luthuli Museum and the finances related thereto are exceptionally well managed and wishes to compliment the Director and staff of the Museum on their commitment, effort and dedication in the performance of their duties.

B A Sutcliffe Chairperson

Chairperson 28 July 2016

DIRECTOR'S REPORT

DIRECTOR'S REPORT



Luthuli Museum Head of Institution Mr Brian Xaba

As Accounting Officer of the Luthuli Museum, I hereby present the 2015 / 2016 Financial Year Annual Report whereby our institution achieved a clean audit outcome. This achievement is attributed to the collective effort of the Museum Council; management and the rest of the staff of the Luthuli Museum who recognise that accountability to the institution's mandate and allocated public funds is every individual's responsibility. The audit outcome attests to the organisation's healthy financial state and achievement of its service delivery performance targets as committed in the Annual Performance Plan (APP).

Despite the challenges, we have maintained our staff compensation budget within the 70% threshold earmarked by our Council so that our organisation sustains its public service delivery imperatives as a national cultural institution. Our capacity constraints (particularly in compliance reporting re: performance information) resulting from the vacant management positions were alleviated when the appointments of the Marketing Manager and Curator were filled as from the 1 November 2015. The former takes charge of the Public Engagement Programme (incl. Marketing; Social Media; Education and Tours; and Public Relations Subprogrammes) and the latter being responsible for the Business Development Programme which includes the Collections Management; Research and Exhibitions; and the Education Subprogrammes.

Increasing public interest in the Museum has resulted in additional activities during this reporting year, namely, the establishment of the 'Chief Albert Luthuli Chess Club', conceived by local youth interested in training learners about the game of chess; the Music Business Workshop Training Programme (which ran for 8 months) organised in partnership with a music development non-governmental organisation called ONEXUS Music Business Solutions and the IsiZulu Creative Writing Programme in partnership with the University of Zululand (UNIZUL) lecturer. The Museum aim here has been to adopt a learning approach that provides an opportunity for the participants to have an extended and varied exposure to learning interventions. Our observation has been that this approach has a sustained impact on participants in terms of the programmes learning outcomes.

On the infrastructure side, we have commenced with the repair and maintenance projects with respect to the Museum historic house and the removal of the asbestos roof in one of our buildings. The project on the historic house was concluded within the months of December and January this year funded by the Luthuli Museum and the asbestos roof replacement project funding provided for by the DAC. The asbestos project is currently at the procurement stage with the expectation for project final completion by the end of this year. Other minor works infrastructure improvement projects included landscaping to improve the site's garden and sitting areas; upgrade and installation of a new water pump system to sustain museum operations during the crippling water restrictions and design development for the envisaged new resource centre building on site.

Rather unfortunately the Museum could not mount any exhibitions during this reporting year due to capacity constraints. However, we did manage to increase our collection with new books purchased; a donation of historical posters by Ms Ela Gandhi; audio visual and photographic material. Our objective in the new financial year with the newly appointed Curator is to diligently address our collections backlog in terms of digitisation; cataloguing and updating our online catalogue, which is an important portal for increased public access to our collections.

On the marketing side of things, the Museum invested a lot in events and public programmes during the 1st two quarters with the intention to increase public awareness of the institution. We redoubled our efforts on social media to reach as many followers on our FACEBOOK account.

The appointment of the Marketing Manager during the 3rd quarter presented an added opportunity to reemphasise the broader strategic imperative of the Museum and the legacy of Chief Albert Luthuli; increased efforts at building a diverse and interested audience in heritage matters; growing our local community support base; building and strengthening partnerships with the tourism sector; increased activations at festivals and trade fairs.

Our visitor numbers have slightly decreased this year compared to the previous financial year. This was due mainly to unforeseen circumstances where some of our programmes had to be cancelled. We have addressed most of the audit findings from the 2014/2015 financial year. Governance regarding Information Communication Technology (ICT) remains an area within our operations that will receive priority in the new financial year. Council is addressing our institutions' financial sustainability with its continued engagement of the DAC and our outlook for the future remains hopeful.

The year 2017 becomes significant for our Museum as it will mark 50 Years of the passing of Chief Albert Luthuli. At the time of submitting this report the Museum recently was part of the 'Luthuli Commemorative Walk', an initiative by one member of the local community in Groutville. This event is planned to be part of next year's activities in memory of the passing of Chief Albert Luthuli.

On behalf of the Luthuli Museum I would like to express our appreciation to all those partners who collaborated with us in ensuring that our institution remains important in people's lives. This includes, the University of KwaZulu Natal, and its Centre for the Creative Arts; Concert SA; I Support Music Productions; KwaDukuza Municipality; schools within the District of Ilembe; the Nelson Mandela Museum; Robben Island Museum; IKhwezi FM; USIBA; Sportstech and the Ghandi Development Trust.

☐ Income and staff costs

	2012/2013	2013/2014	2014/2015	2015 / 2016
STATE GRANT	7, 030, 000	7,465,000	9,773,000	11,561, 000

☐ Annua Visitors stats

YEAR	2012/2013	2013/2014	2014/2015	2015 / 2016
VISITORS	32, 648	28, 592	37,143	35,945

Thank you,

BRIAN XABA

ACCOUNTING OFFICER: LUTHULI MUSEUM

31 JULY 2016











































PERFORMANCE AGAINST OBJECTIVES

PERFORMANCE AGAINST OBJECTIVES Ö.

ADMINISTRATION PROGRAMME 1:

	Comment on deviations	Planned Council meeting changed due to challenges in preparing meeting documentation and organising constraints within Museum	W.	Z	¥
	Deviation from planned target to Actual Achievement for 2015/2016	DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION
	Actual Achievement 2015/2016	Partially Achieved, Council meetings took place on the 27 June 2015; 3 October 15; 12 December 2915; 17 April 2016	Quarterly Reports were submitted to the DAC for the 4 quarters. Although some were submitted 5 days after the deadline date.	Monthly reports received from Finance Manager. Marketing and Curator reports not received as positions were vacant. Reports for curatorial and marketing received from the PRO and Research Officer on contract.	The Annual Report 2014,2015 was submitted as prescribed
	Planned Target 2015/2016	4x Council meetings and Committee meetings per year	4x quarterly reports to the DAC	I2 x monthly Reports from Managers	Ix Annual Report
SNOL	Actual Achievement 2014/2015	 Council meetings took place on the 15.04.14; 28.06.14; 6.09.14; 25.02.15 	• Quarterly Reports were submitted to the DAC for the 4 quarters. Although some were submitted 5 days after the deadline date.	Monthly reports received from Managers, However, as from 1 Sep 14 reports from the Marketing Manager ceased as she had resigned.	The Annual Report 2013.2014 was submitted as prescribed
GOVERNANCE AND OPERATIONS	Performance Indicators	Achieved Museum financial sustainability & accountability in line with the principle of good governance & accountability in	appacatore compliance legislation.		
I. GOVERNA!	Strategic Objective	Promote good governance and efficient management of the Museum in line with the applicable legislation, policles, procedures, sectoral best practice standards & strategic vicion.			

₹	3	The G4S alarm system service was carried over from the original contract when they were service providers to the museum. By oversight the Museum did not enter into a contract for the alarm as the service they charge less than R500 per month.	In one meeting Council some agenda items had lengthy discussions because of priority and therefore the infrastructure reports postponed.	Policies review process commenced but not concluded. Only Petty Cash Policy submitted to Council for review and approval
NO DEVIATION	NO DEVIATION	DEVIATION	DEVIATION	DEVIATION
The draft & the final Strategic Plan was submitted to the DAC & other prescribed repositionies	2015/2016 Internal Audit achieved	Partially Achieved, All SLA reviewed in terms of contract dates for some; reconfirmation of payments & escalations & changed scope of services with the exception of GAS Alarms Alarms	Partially Achieved Progress Reports regarding capital plans, land purchase and infrastructural plans included on Council meeting Agenda but only discussed at one meeting.	5x Policies reviewed for submission to Council
Zx Draft Strategic Plans and 1x final Strategic Plan submitted to DAC	Ix Internal Audit	Agreements reviewed and approved accordingly	3x Council Progress Reports on capital plans; land purchase and infrastructural plans	10 x Museum policies amended and approved
The draft & the final Strategic Plan was submitted to the DAC & other prescribed repositories	Appointment of IA not concluded on time for this reporting year due to procurement strategy & appointment delays of new contract.	All SIA reviewed in terms of contract dates for some; reconfirmation of payments & escalations & changed scope of services	Acquisition of land suspended pending agreement with seller on final price & the Museum securing adequate funding	Policies amended & approved by Council are; Job Evaluation; Remuneration, both in Jun 2014; Training Procedure; Disciplinary Penalties: Management Guidelines, Organizational Development & Training Policy (all three July 2014)

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The other fix performance agreements not signed as 3 positions remained vacant; 1x general assistant was general assistant was not temporary incapacity leave and 1x positions vacant because freezed.	Capacity challenges within the Museum w.r.t. organising the training and allocating time for the staff members to be trained	Capacity challenges within the organisation whereby there were no new policies reviewed and therefore no training took place	2	
The other 5x performance agreements is signed as 3 premained vacing perioral assist on temporary incapacity lead to positions via because freez	Capacity cha within the M w.r.i. organia training and allocating tin staff member trained	Capacity of within the organisatic there were policies rev therefore n		
NOL	NOL	NOL	ATION	
DEVIATION	DEVIATION	DEVIATION	NO DEVIATION	
dies			popul	
Only 10x Performance Agreement s / Job Proffles for staff signed by the 1* quarter		_	1x Safety Officer attended a certified training on health and safety	
10x Perl ament s/ aff sign	Not achieved	Not Achieved	1x Safety Officer atter a certified training on health and safety	
Only 10 Agreem for staff quarter	Not a	Not A	1x Sa a cert health	
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mnance gned by	sollection and	nop on ies and	affety	
15 x Staff performance agreements signed by fri Quarter	2x staff training workshop on collections management and digitisation	Ix staff workshop on Museum policies and procedures	Ix training of safety officers	
15 x Staf agreeme Quarter	2x staff trais workshop or managemen digitisation	Ix staff wor Museum procedures	Ix train officers	
	•	•	n.s	
Performance Agreement / lob Profiles for staff singed by the 3rd Quarter	Training for 3 staff members implemented in photography; film preservation & registry	_ 5	Renewal training for safety officers not implemented in this reporting year	
e Agree for stal	r 3 staff npleme y; film n & reg	m on all oticies o staff f ing	aining fi implen ng year	
Performance Agre lob Profiles for str by the 3rd Quarter	Training for 3 staff members implemented photography; film preservation & registry	Compendium on all amended policies circulated to staff for information & understanding	Renewal training fo officers not implem this reporting year	
•	•	•	•	
e HRM in line licies & nes				
Implemented effective HRM systems in line with policies & procedures				
4				

W	Z	N	¥
NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION
Profiling of the Museum & Awareness Campaigns took place largely events driven by public programmes and the Marketing Department. Detailed reporting Public Engagement programme	Achieved, Public Engagement programme reporting	Achieved, Education manual for schools & visitors developed for use by learners	Achieved. 1x Chief Albert Luthull Lesture implemented 27/LU15
2 x profiling campaigns / programmes of the Museum and Luthulf's legacy	2 x museum awareness campaigns	Ix publication on Chief Albert Lathull	Ix conference on Chief Albert Lathuli
Profiling of the Museum & Awareness Campaigns took place largely events driven by public programmes and the Marketing Department. Detailed reporting in Programmes 2 & 3 below	Booklet of Chief Albert Luthuli produced for the Albert Luthuli Memorial Lecture 2014	Symposium on Chlef Albert Luthuli integrated into the	theme; Tet My People Go: Celebrating Chief Albert Luthuli in the Foundations of our 20 Years of Freedom
3. Maintained Museum credible profile; image and reputation amongst all stakeholders & interest groups			
Provide strategic & effective leadership in the management of the Museum to achieve its strategic goals & performance objectives			

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Z	¥	ı	Z	Guideline from DPW acquired to advise on the implementation of the health and safety inspection for public entities	¥
NO DEVIATION	NO DEVIATION	ı	NO DEVIATION	DEVIATION	NO DEVIATION
Reports submitted by the private security firm weekly & monthly based on the OB Report listing entries regarding site occurrences	Register on repair and maintenance compiled for reference	1	Service inspection implemented	Not achieved	Achieved.
4x Museum safety and security reports	4x Museum facility repair and maintenance reports	1	Ix power generator service maintenance	1x health and safety inspection of the Museum premises	4x Museum site infrastructural improvements projects accomplished by year end
Reports submitted by the private security firm weekly & monthly based on the OB Report listing entries regarding site occurrences	RAMP Updates received & repairwork implemented as required (adhoc) and also as planned	CCTV surveillance security system installation completed & system fully operationalized	Only service implemented included the installation of a new battery for the generator	Inspections not undertaken	Infrastructural works completed include, upgrade of perimeter wall into a brick wall structure; servicing of swing doors hinges; removal & installation of new ventilation shaft in outside office building; relocation of security enardbouse A/C
Protected; preserved Museum physical assets & resources in line with applicable keelslative	prescripts	•	•	5. Secured & hospitable Museum campus for staff & visitors	•

	At the time of signing all declarations, there were 3x vacant positions and 1x employee on temporary incapacity leave.	The assessments not achieved due to the delayed implementation of the assessments for the 2014/2015 FNYR. Organisation overwhelmed by the work.
	DEVIATION	DEVIATION
	Partially Achieved, 11x Declarations of Basiness Inferests; 11x Protection of Information; 11x Online User Agreements; 11x Telephone & Fassimile Systems Agreements were signed by all stuff of the Museum by the 1" Quarter of 2015	Not Achieved
	Ix Museum procedures and policies review Ix declarations of business interest signed with staff If x declaration of protection of information signed with staff It x online systems user	15x telephone and facsimile systems agreement signed with staff 2x Staff performance assessments
as part of upgrade of visitor entrance; repainting of gallery skirting: dismantling of wall cabinets in reception area; improved reception access space & repainting; repair & upgrade of concrete slab; repair & maintenance of the house exhibit.	■ Declarations of Business Interests; Protection of Information; Online User Agreements; Telephone & Facsimile Systems Agreements were signed by all staff of the Museum by the 1.* Quarter of 2014	
	6. Enforced & monitored internal controls, e.g. financial; performance; online telephone; confidential information; risk; fraud; etc.	

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Comment on deviations	Z	Ē	ž	ž	Ē
Deviation from planned target to Actual Achievement for 2015/2016	NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION
Actual Achievement 2015/2016	All financial reconcilistions regarding credit card expenditure; current account; eash book; assets; inventories; staff leave; payroll; subsistence & travel claims & PAYE implemented within deadlines	Achieved	Financial quarterly reports submitted to the DAC as prescribed	Unsudited AFS & management report submitted to AGSA & NT by the prescribed date of 31 May 2014	Achieved
Planned Target 2015/2016	12x finance monthly reconciliations signed	12x salary / payroll schedules approved and signed	4x quarterly financial reports submitted to DAC	Ix Annual Financial Statements to AGSA and NT	Ix signed NT Annual Financial Statements Template (unaudited)
Actual Achievement 2014/2015	All financial reconclibations regarding credit card expenditure; current account; cash book; assets; inventories; staff leave; payroll; subsistence & travel claims & PAYE implemented within deadlines	,	Financial quarterly reports submitted to the DAC as prescribed	Unaudited AFS & management report submitted to AGSA & NT by the prescribed date of 31 May 2014	Ix signed NT Annual Financial Statements Template (unaudited)
Performance Indicators	Legislative compliance with financial prescripts and supply chain management framework				
Strategic Objective	Ensure effective; efficient and sustainable financial management and reporting of the Museum in line with applicable compliance legislation				
	+				

IN	Ž	Minutes of meetings not taken due lack of foresight. Only minutes of the half yearly budget virements maintained.	₹	Ē	Ī	ž	Ē
NO DEVIATION	NO DEVIATION	DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION
Audited AFS submitted to the NT	Auditors Report submitted to the DAC	Partially achieved. Director and Finance Manager meet on an ongoing basis regarding payments for goods and services; budget adjustments & financial compliance matters	Cost of living adjustments implemented as per DPSA reference / guidelines @ 7% for levels 1 – 12	Fiscal asset counting completed	ENE was submitted to the NT complete	Virements were implement by the Director as per PFMA Section 49 subsection 2 (b)	Audit & Risk Committee meetings attended
Ix Audited Annual Financial Sutements submitted to NT	Ix Auditors Report submitted to DAC	12x monthly Finance Meetings	Ix staff annual salary adjustments	Ix Museum fiscal asset counting and report	Ix ENE Template completed and submitted to NT	Ix midyear budget adjustments	4x Audit and Risk Committee meetings attended
Audited AFS submitted to the NT	Auditors Report submitted to the DAC	Virements were implement by the Director as per PFMA Section 49 subsection 2 (b) Cost of living adjustments	implemented as per DPSA reference / guidelines @ 7% for levels 1 – 12 Fiscal asset counting	ENE was submitted to the NT complete		Audit and Risk	Committee meetings attended

	Comment on deviations	N	N	V	Capacity challenges as the Curator position was vacant and only filled 1 November 2015	Capacity challenges as the Curator position was vacant and only filled 1 November 2015	II.	There were no activities requiring production of certificates	
	Deviation from planned target to Actual Achievement for 2015/2016	NO DEVIATION	NO DEVIATION	NO DEVIATION	DEVIATION	DEVIATION	NO DEVIATION	DEVIATION	
	Actual Achievement 2015/2016	Achieved.	Achieved.	Achieved	Not Achieved	Not Achieved	Achieved	Not Achieved.	
KHIBITIONS)	Planned Target 2015/2016	4x Museum Newsletter	İx Amusi Report	2x Brochares	2x Tempoeary Exhibitions	1x Permanent exhibition not achieved	2x Magazine advert designs	Ax Museum Education learners programmes certificates	
TECHNICAL SUPPORT SERVICES (DESIGN & EXHIBITIONS)	Actual Achievement 2014/2015	Ix Museum Newsletter designed & published	Ix Annual Report	2x brochures	Ixtemporary exhibition designed; produced & mounted	İx permanent exhibition	2x magazine adverts designs	KMuseum Education learner programmes certificate	
L SUPPORT SERV	Performance Indicators	Applied technological innovation & design for	timely production of	material & displays					
III. TECHNICA	Strategic Objective	Application of innovative design approaches to support Museum strategic objectives							

BUSINESS DEVELOPMENT PROGRAMME 2:

	Comment on deviations	₹
	Deviation from planned target to Actual Achievement for 2015/2016	NO DEVIATION
	Actual Achievement 2015/2016	If the Artefacts & documents collected include, URL donation (Luthulii Nobel Voice file); II Posters on Sayagraha (In Pursuit of Truth); DVD titled Gandhi; King; Ikeda (Gandhi; King; Ikeda (Community Builders); DVD titled A force more powerful (A Century of Non Violence); Copies of papers on Luthuli; correspondence with Helen Joseph; Freedom Charter; Congress of the People; copies on ZK Matthews papers; 10x copies of Ilanga newspapers; 13x Eli Weinberg papers on Congress of the People; 2x copies of the People; 2x copies of the People; 2x copies of the Gandhi documentary; 11x posters on Gandhirs life in South Africa. For the 3rd quarter, its paper on State vs. Ngsleane and others; 1x paper on State vs. Ngsleane and others; 2x books and CD voice recordings 5x on Luthuli and Kennedy from SABC.
	Planned Target 2015/2016	documents collected
	Actual Achievement 2014/2015	Museum library collection increased with acquisition of 23 books, i.e. biographical; political; historical; including a set of 20 postcards of quotes by former President Nelson Mandela &7 audio CD's on 'Long Walk to Freedom'.
T.	Performance Indicators	1. Incressed museum collection through fieldwork research; general research & purchase of acquisitions
IV. CURATORIAL	Strategic Objective	Globally map; accession and document collection and heritage material on Chief Albert Luthuli

	Capacity challenges within the organisation in terms of sourcing the requisite skill to implement the training	Training on the Online Catalogue not implemented due to capacity challenges within the organisation to execute the work	Raview of the policies to not implemented but process commenced with the appointment of new Curator	Donations drive to begin in new FNYR	N	N
	DEVIATION	DEVIATION	DEVIATION	DEVIATION	NO DEVIATION	NO DEVIATION
Radio Archives.	Not Achieved	Not Achieved	Preservation & Conservation policies remain unchanged & in force. Therefore no review was necessary	No report on management of donor agreements	The Institutional Memory File is updated with museum event video recordings; images; publications; etc.	Temperature levels monitored by management in the collections room and the museum historic house
	78x arrefacts and documents digitally accessioned on the Past Perfect system	Son select artefacts and documents uploaded onto the Museum digital online catalogue	2x collections room maintenance status reports	2x reports on donor agreements management in line with copyright legislation	2x report on the museum institutional memory file	12x RH and temperature control reports for the collections room and the historic House Exhibit
	23 books digitally accessioned and also including newspaper articles collection	No uploading of artefacts & documents onto the 'Online Catalogue' took place	Preservation & Conservation policies remain unchanged & in force. Therefore no review was necessary	No donor reports necessary as there were no donations to the Museum	The Institutional Memory File is updated with video recordings; images; publications; etc.	Temperature levels monitored by management in the collections room and the museum historic house
	2. Accurately digitised and documented museum collection		3. Performance monitoring of preservation and conservation policies		Maintained collections filing system	5. Maintained collections to acceptable international standards
			Preserve, protect & maintain Museum collections and heritage material in line with the best collection management & preservation	ethical practices		

¥	II.	There was Ix general assistant on temporary incapacity leave; Ix Researcher position frozen; Ix Groundsman appointment confirmed late and therefore could	not sign agreement. The assessments not achieved due to the delayed implementation of the assessments for the 2014/2015 FNYR. Organisation overwhelmed by the work.	W.
NO DEVIATION	NO DEVIATION	DEVIATION	DEVIATION	NO DEVIATION
Site Supervisor continues to oversee the maintenance of the collections room and reports on the upkeep, including pest control	Site Supervisor continues to maintain the collections room access register and inspection reports	Partially Achieved. 2x Performance agreements within this programme signed by the 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter 1* quarter	Not achieved as no midyear performance reviews were implemented	Achieved
4x collections room upkeep maintenance status reports	12x collections room access control register inspection reports	6x Performance Management Agreements signed	Ix Midyear performance reviews	İx Final year performance assetsements
Site Supervisor continues to oversee the maintenance of the collections room and reports on the upkeep, including pest control	Sx access control registers submitted. The Register is located at the Reception area	3x Performance Agreements achieved		
		Managed performance & output of Research; Education & Maintenance Maintenance	sautene Standard	
	Site Supervisor continues to oversee the maintenance of the maintenance of the collections room and reports on the upkeep, including pest control	Site Supervisor continues to oversee the maintenance of the maintenance of the collections room and reports on the upkeep maintenance of the status reports on the upkeep, including pest control 5x access control 5x access control 6x collections room and reports on the upkeep, including pest control 7x access control 8x access control 9	- Site Supervisor continues to oversee the maintenance of the collections room and reports on the upkeep, including pest control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access control - Sx access contr	Ananged Reception area Managed Agreements achieved Sulprogrammes 1. Standard of the collections room uplace, including pest control 1. The Registers soluted countrol registers the Reception area Managed Agreements achieved Management Sulprogrammes Managed Agreements schere Sulprogrammes 1. Sulprogrammes 1. Standages Managed Agreements schered Sulprogrammes 1. Standages 1. Standages Management Sulprogrammes Management Sulprogrammes 1. Standages Management Sulprogrammes 1. Standages Management Sulprogrammes Management Sulprog

	Comment on deviations	W	N N	N	N	The assessments not achieved due to the delayed implementation of the assessments for the 2014/2015 FNYR. Organisation overwhelmed by the work.
	Deviation from planned target to Actual Achievement for 2015/2016	NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION	DEVIATION
	Actual Achievement 2015/2016	• Achieved	Achieved	Achieved Checklist inspections implemented as directed & filed accordingly	Performance Agreements signed by the I st quarter	Half yearly performance assessments not achieved
	Planned Target 2015/2016	IZx RAMP Implementation & Monitoring Reports (building; electrical; mechanical)	4x quarterly inventories on equipment & consumables	12x Cleaning checklist and inspection reports (rollers, garden, kitchen, offices, exhibition gallery)	Performance management agreements and	appraisats implemented
	Actual Achievement 2014/2015	Achieved. Repair & maintenance work done on the buildings & site with assistance also of DPW Workshops department	Inventories for consumables and equipment maintained throughout the year by the Site Supervisor.	Cleaning checklist and inspections done in areas ongoingly throughout the year with assistance of	Museum Site Supervisor.	
ENANCE	Performance Indicators	Efficiently implemented & reported museum campus repair & maintenance programme	2. Updated & reported museum inventories	3. Effectively managed upkeep of museum &	staff	
V. SITE MAINTENANCE	Strategic Objective	Protection & Sustainability of Museum physical assets through an efficient repair & maintenance programme				

SEARCH &	RESEARCH & COLLECTIONS MANAGEMENT	MANAGEMENT				
Strategic Objective	Performance Indicators	Actual Achievement 2014/2015	Planned Target 2015/2016	Actual Achievement 2015/2016	Deviation from planned target to Actual Achievement for 2015/2016	Comment on deviations
Broaden & deepen the national & international appreciation of the life; times & legacy of Chief Albert Luthuli	Conceptualised; implemented; maintained & accurately verified museum exhibitions	A Carner Day travelling exhibition organised in the 1st sparter of this reporting year. Unfortunately the travelling component of the exhibition had a setback due to logistical and cost factors.	Ix travelling exhibition installed	Not Achieved	DEVIATION	Capacity challenges where the position of the Curator remained vacant during the reporting year until 3 rd quarter
		 An old pull-up hanner exhibition on Chief Albert Lurbali and his wife, Mrs Nobakhanya Lurbali was displayed in the Museum. 	Ix Temporary exhibition installed	Not Achieved	DEVIATION	Capacity challenges where the position of the Curator temained vacant during the reporting year until 34 quarter
·		Another visual art exhibition of paintings by the late artist Rorald Harrison tiled; 'the Sprint of Luthuli Collection' was displayed in the Museum	Ix Permanent exhibition	Not Achieved	DEVIATION	Capacity challenges where the position of the Curator remained vacant during the reporting year until 3 st quarter
	2. Produced; managed & promoted new knowledge on Chief Albert	No conference or seminar paper defrered by the Museum in this reporting year.	2x Conference / seminar papers presented	Not Achieved	DEVIATION	Capacity challenges where the position of the Corator remained vacant during the reporting year until 3rd quarter
	Lutbuli	No publication on Chief Albert Lutball was achieved as intended.	Ix Publication on Chief Albert Lathuli	Achieved, Publication produced for the Chief Albert Luthuli Memorial Leture and also a Learners Manual produced	NO DEVIATION	Ni Ni

Capacity challenges where the position of the Curator remained vacant	during the reporting year until 3 st quarter
DEVIATION	
Not Achieved	
50x Arrefacts and documents researched; verified	and documented
No new permanent exhibition displayed.	Groutville Oral History Project continued and Yergwa manuscript project not taken off
3. Accurately researched; verified &	managed museum collections & arrefacts

	Comment on deviations	¥	¥	¥
	Deviation from planned target to Actual Achievement for 2015/2016	NO DEVIATION	NO DEVIATION	NO DEVIATION
	Actual Achievement 2015/2016	Achieved, Poetry sessions took place on the 25 April; 9 May; 6 June; 4 & July; 8 August; 12 September; 17 October and 5 December	Children holiday programmes took place during the Easter holidays; June and July holidays; December and January and included stimulating activities like chess games; film scroettings; creative arts and physical activities	The annual arts festival included "Time of the Writer"; DIFF; "Poetry Africa" and the UHURU Arts Festival
	Planned Target 2015/2016	12x UHURU Poetry Club sessions	4x Children's holiday programmes	Sx Arts and Culture Festivals
	Actual Achievement 2014/2015	Poetry sessions took place at the Museum every 2 nd week of the month and included excursions for the members to other poetry sessions in the Province	3x Holiday programmes for children took place during the; Easter Holidays; June / July Holidays; September holidays and also December / January holidays with varied stimulating activities that are physical; creative & also educational	Time of the Writer'; Thurban International Film Festival'; Poetry Africa'; which were partnership events with the Centre for the Creative Arts
EDUCATION AND TOURS	Performance Indicators	Managed & increased public access to educational programmes		
VII. EDUCATION	Strategic Objective	Organise an annual calendar of dynamic educational programmes; tours and public events		

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NO DEVIATION	NO DEVIATION
Learner educational programmes included Spell BEE; English and IsiZulu Creative Writing; Live Music Workshop; Black History Month Poetry Competition; USBA reading and writing competition; World Environment Day; Film Screening; Chess Learner Training.	Partnerships established and maintained include; Umsobomvu High School; I Support Music Productions; Concert SA; ILembe District Education Department; Centre for the Creative Arts UKZN; USIBA; KwaDukuza Municipality; SPORTSTECH
18x Learners educational programmes	If partnerships catabilished / maintained
educational programmes during this reporting year include; creative writing for primary schools; Spell BEE; International Museums Day heritage education; International Literacy Day 'African Classics'; International Environment Day street cleaning campaign; IsiZulu Creative Writing Workshops, Live Music Workshops.	The partnerships established and maintained include; Centre for the Creative Arts; eThekwini Municipality Museums; Concert SA; I Support Music Productions; Stanger Magistrate Court; ILembe District Department of Education; KwaDukuza Department; Tree Department; Eire Department; Eire Department; Eire Department; Eire Department; Eire Department; Eire Department; Eire Management; KBETEY; Fundamami Trust; Ncome Museum.
	2. Developed & sustained strategic partnerships

PROGRAMME 3: PUBLIC ENGAGEMENT

	Comment on deviations	W.	W	Capacity challenges implementing. Marketing Manager appointed in 1 November 2016 will start with the surveys
	Deviation from planned target to Actual Achievement for 2015/2016	NO DEVIATION	NO DEVIATION	DEVIATION
	Actual Achievement 2015/2016	Campaigns implemented include promotions at TOURISM INDABA; 21 July commemoration of CAL death; Chief Albert Luthuli Memorial Lecture, Valentine Day celebration event, Africa Meet Tourism event	Reports from the Marketing Manager acticved regarding promotions	Only 3x surveys implemented at the Music Live Concerts and the 16 June Youth Day Dinlogue
	Planned Target 2015/2016	4x muscum marketing and premotion campaigns	Ax museum marketing and promotion assessment reports	12x museum visitors satisfactory surveys
	Actual Achievement 2014/2015	Promotion campaigns implemented at the Mr Price Pro Surfing cwent in Ballito; Rand Easter Show in Johannesburg; Tourism INDABA in Durban. The promotion campaigns also included all public programmes & events at the Museum where mediums used include; street poles; social media; posters; press releases; community radio interviews; special events invlutations.	Marketing and Assessment Reports received regarding the above mentioned event campaigns.	Only 2x surveys undertaken & no analytical reports written.
G	Performance Indicators	Implemented; sustained & strategically focused marketing campaigns		
I. MARKETING	Strategic Objective	Increase the profile & awareness of the Luthuli Museum through print; electronic media; marketing strategies & product development		

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NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION
Museum staff members wore branded T-shirts on Fridays and at events; also they circulate museum promotional material at functions	Actieved where promotional shortened version of Luthulii documentary video screened special for SADC delegation	Brochures reprinted for promotional purposes	Media coverage achieved in the North Coast Courier, Isolezwe, ILembe Eyethu, Primary News; Sanday Tribune and social media.	Listing on Brabys and KZN Tourism publications	Advertising PAN African 10 Year Anniversary and SOWETAN Socoer Anniversary publications
2x museum customer services and corporate branding campaigns	1x museum 5 minutes promotional video	2x museum promotional brochure and / or publication	4x print and electronic media monitoring reports	3 x listing of museum in local; regional; national and international media directories	2x museum advertising in publicity magazine
This campaign not achieved.	made in-house for the Tourism INDABA and also for social media campaigns under the promotional title; From the Marketing desk 7 uploaded on YOUTUBE	Promotional brochures reprinted for marketing campaigns	Reports submitted by marketing and also the education programme	Museum listed on the North Coast Courier directory 'Fast Finder' & Braby's area directories & eThekwini Metro	Museum advertisement placed at: Equinox Magazine: New Agenda & Umlando publications

Z	Capacity challenges. Marketing Manager appointed I November 2015 and will assume responsibility	¥		
NO DEVIATION	DEVIATION	NA		
Museum participated and promoted at the UHURU Arts Festival in Groutville; Grahamstown National Arts Festival; Africa Meets Conference in Sandror; Tourism DNDABA in Durban; AWESOME ILembe Festival in Mandeni	and promoted at the UHURU Arts Festival in Grountile; Grahamstown National Arts Festival; Africa Meets Conference in Sandton; Tourism Moets Conference in Sandton; Tourism Moets Conference Meets Conference Festival in Mandeni Not achieved as only 3 media releases were implemented			
4x museum participation in promotional fairs / tourism events / festivals	40x media releases promoting museum public programmes and profiling events	48x Museum shop sales reconciliation report 4x Quarterly museum shop financial report 2x Museum shop controls; monitoring; sales; products; financial reconciliation status report 2x museum shop stock control and purchase		
This included the INDABA Tourism; & various other local & national fairs	Achieved mostly on local electronic & print media	This performance target suspended as the promotional shop is not functional		
		Effectively managed museum promotional shop operations & outputs		

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ž	The assessments not achieved due to the delayed implementation of the assessments for the 2014/2015 FNYR. Organisation overwhelmed by the work.	Meetings did not take place in other quarters as there was no Marketing Manager	¥	¥	N
NO DEVIATION	DEVIATION	DEVIATION	NO DEVIATION	NO DEVIATION	NO DEVIATION
Performance Agreement signed by the 1" quarter	Ix performance assessments not achieved	Only 2x Social Media Meetings took place in the 4 th quarter with newly appointed Marketing Manager	Reports for the reporting year received from WSI website hosting and service provider	Facebook uploads achieved and implemented by the Education Officer for all programmes and promotional activities	Electronic reports received from WSI for the website administration and monitoring reports
Tx Performance Agreement signed	Ix Midyear & Final year performance review	12x Social Media Committee meetings and reports	12x website and online catalogue hits reports	144x Facebook uploads (i.e. 3 per week)	4x museum website administration and monitoring reports
1x performance assessments not achieved		On 3x formal media committee meetings took place. However, social media was reported on as part of every event and public programmes meeting.	WSI, the museum website hosting & support service provider, provided monthly reports on 'hits' for the site varying throughout the year	Facebook uploads for all events & activities & campaigns of the museum took place successfully with Tikes' & feedback monitored & reported on by the Education Officer	4x reports were received from the Education Officer and the Marketing Manager interchangeably as part of the monthly
3. Managed & improved Public Relations	performance & subprogramme output	4, Increased & sustained museum social media access			
		Manage the museum website & associated social media as an important portal to inform; educate & profile the museum			

5	ž
	NO DEVIATION
	Online catalogue reports received as part of the WSI monthly reports
	4x museum online catalogue uploads and monitoring reports
reporting on the website and online catalogue and also in terms of updating of the website promoting new museum events throughout the year	4x Reports received from GTI Marketing & WSI regarding performance of the site

	Comment on deviations	½	¥	¥
	Deviation from planned target to Actual Achievement for 2015/2016	NO DEVIATION	NO DEVIATION	NO DEVIATION
	Actual Achievement 2015/2016	Programmes achieved included, 'Night at the Museum' educational programme for young girls; Heritage Day Dialogue under the theme; 'Our indigenous knowkedge, our heritage'; Careers EXPO aimed at career counselling and guidance for learners; Food production project for the physically disabled; Music Business workshop education project for the physically disabled; Music	Museum Chess Club established for youth and learners and book club convened I meeting during this reporting year	Museum participated in the Robben Island Summer Camp Programme and also the Germany education exchange programme
	Planned Target 2015/2016	Sx Youth / Issemet or community capacity building programmes	Ze Voorh Clubs cstablished and programmed	2x Youth camps attended
	Actual Achievement 2014/2015	Bx Achleved and includes; Moot Court Competition; the Career Expo; Women's Month Dialogue; Youth Day Dialogue; Youth Day Dialogue; Youth Day Dialogue; Food gardening project with local physically disabled group; volunteers training during museum public programmes; live music concert workshop and heritage month lecture	Book Club established & a volunteers training programme implemented	Youth participated in the Nelson Mandela Museum Winter Camp & the RIM Summer Camp programmes
ATIONS	Performance Indicators	Demonstrated public benefit from museum public programming & organised formations		
II. PUBLIC RELATIONS	Strategic Objective	Enhance the status of the Lothuli Museum through community outreach programmes		

The fourth quarter publication completed late due to delayed time in design; content development and challenges in planning
DEVIATION
Partially Achieved. 3x copies of 'Ishanholezi' Newsletters for the reporting year published
4x Museum quarterly newsletters printed and circulated
3x Quarterly Newsletters of TSHASHALAZI published & distributed in various areas in the District of ILembe
2. Informed museum stakeholders & interest groups

isHashalazi A Luthuli Museum Newsletter

lanuary,

Cubic dances on Valentines day



Maputo born Jazz Artist Ildo Nanja wowing the audience with his melodies

hat a beautiful ambiance! There mood for cubic angel dances on makes your Valentine feel cherished and

would make your Valentine's Day last in your when the Luthuli Museum hosted a jazz February at the museum.

Saint Valentine is a widely recognized third-century Roman saint commemorated Middle Ages with a tradition of courtly love.

to show their love to the people they hold the museum and celebrated their valentine's entertained by female pop-jazz

These artists your way

did just that. UBuciko's Nkululeko Mchunu known for, their angelic voices.

Mrs. Veli Luthuli when delivering her and Mama Nokukhanya's union, she said,

celebrated her birthday.

This Pisces's celebration was a series of and they were to go and dance to Maputo born Jazz artist Ildo Nanja. In the evening,

by the presence of Dr. Gcina Mhlophe of delivered a motivational talk to the young birthday cake!

The jazz performances are a musical

Contents

Pg 2
• So much more of what Luthuli Museum can offer. Pg 3 Educational programmes at the Luthuli

Museum.

• Luthuli Museum vs. UKhozi Fm at ball.

The museum continues to host the concerts, to keep updated, like the museum Facebook page and see all the updates.

Did you know?

everyone to see. This was the origin of the



Luthuli Museum is a Heritage site that is committed to uphold, promote and propagate the life, values, philosophies and legacy of Chief Albert Luthuli, Africa's first recipient of Nobel Prize for Peace in 1960. The house on 3233 Nokukhanya Luthuli Street, Groutville, KwaDukuza stands today as a National Monument. A guided tour is available to visitors and tour groups and admission is free

HUMAN RESOURCES

HUMAN RESOURCES ш

1. Personnel Expenditure

The total staff complement of the Luthuli Museum is:

Table 1: Personnel costs for the financial year under review (R'000)

Average personnel cost per employee	301
Staff Expenditure as a % of Budget	44%
Pension Fund contribution	929
Training Expenditure	43
Total Staff Expenditure	5,123
Total Budget	11,561

Table 2: Amount and % of key personnel costs (R'000)

	<u> </u>	
	As a % of personnel cost	8.3%
Medical Aid	Amount	423
	As a % of personnel cost	0.2%
Housing Allowance	Amount	10
	As a % of personnel cost	0.2%
Casual Wage	Amount	10
	Salary as a % cost of personnel cost	87.2%
Salaries (basic)	Amount	4,467

2. Employment and Vacancies

Table 3: Employment and Vacancies for the financial year under review

Vacancy rate %	11.8%
Vacant posts as of 31 March 2016	•
Number of posts filled	2
Number of posts	17

3. Employment changes

Table 4: Annual turnover rates by salary levels for the period under review

Number of employees at 31 March 2016	17
Turnover rate	13,3%
Terminations and Resignations	1
Appointments	2
Number of employees as at April 2015	15

4. Employment Equity

The Luthuli Museum has to comply with the Employment Equity Act because it is a public institution. The Museum is registered with the Department of Labour as such.

Table 5: Total number of employees

Description	Total	Afr	ican	Solo	Coloureds	Indi	Indians	W	iites
		M	F	W	F	M	4	W	ı.
Senior Management	-	1		4	•	ı	-	•	
Middle Management	e	2	-		7.				
High level specialists	9	3	2	+	1		-	1	
Supervisor and high level skilled / clerical	+	3	-						
Craft and related trades	e.	1	2			1	,		1
TOTAL	17	10	9	1		T.			

Table 6: Recruitment, promotion and termination

Type	Number	Africans	Coloureds	Indians	Whites	% Total
Death						
Resignation					1	
Expiry of contract	F	-				
Dismissal – operational changes	1			•	Ŷ	
Promotion			,			
Discharged due to ill health		. 1	. *		,	
Retirement	11	-	•		1	
Other			•			
Total	17	ı			ı	0
Number of employees who left as a % of the total employment						

Table 7: Disciplinary Action

Description	Total	All	African	Col	Coloureds	pul	Indians	<i>M</i>	Whites
		M	4	М	4	H	4	W	LL
Senior Management	N/A	NA	NIA	N/A	NIA	NW	N/A	N/A	N/A
Middle Management	N/A	WA	NA	NA	NA	NA	N/A	N/A	NA
High level specialists	N/A	NA	NIA	N/A	NIA	N/A	N/A	NYA	NYA
Supervisor and high level skilled / clerical	N/A	N/A.	N/A	NIA	N/A	NVA	N/A	NYA	N/A
Craft and related trades	N/A	N/A	NA	NIA	N/A	NWA	N/A	NIA	N.A
TOTAL									

Outcomes of Disciplinary Hearings Tale 7.1

Number	0	0	0	0	0	0	۰	0		0	0
Description	Correctional counselling	Verbal warnings	Written warnings	Final written warning	Suspension without pay	Fine	Demotion	Dismissal	Not guilty	Case withdrawn	Total

Table 8: Skills Development

Description Total African Coloureds Includes Senior Management 1 1 Middle Management 1 1 Middle Management 1 1 F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F M F F F M F F F F F F F F F F F F F F F F F F F F F F F F F F F F F F F F F F F F<										
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Description	Total	Aff	lcan	Colc	oureds	pul	lans	W	Whites
1			N	4	М	4	М	1	М	4
6 4 1 15 10 10 10 10 10 10 10 10 10 10 10 10 10	Senior Management	-	-							
6 4 3 1 15 10	Middle Management	-	1							
3 1	High level specialists	9	4	2						
15 10	Supervisor and high level skilled / clerical	†	3	.						
15 10	Craft and related trades	8	1	61						
	TOTAL	15	10	9						

5. Utilisation of leave

Annual leave is not accumulated, it is forfeited if it is not utilised within the specified period

Injury on duty

In this financial year there were no injuries on dufy.

7. Utilisation of consultants

The Luthuli Museum made use of the following consultants: MRB to upgrade Pastel Accounting; HTB Consulting for internal audit; HR Tongue for payroll and human resource management; Virtuenet for IT Support; WSI for website hosting & Support, GTI Marketing for collections Online Catalogue hosting & support; Harber & Associates for conditional assessment study for the repair & maintenance work on Luthuli's original 1927 home; Mikula 7 Wilson Architects for technical assistance in repair & maintenance of the UCC Groutville Church & Luthuli's grave.

E. ANNUAL FINANCIAL STATEMENTS

Report of the auditor-general to the KwaZulu-Natal Provincial Legislature on Luthuli Museum

Report on the financial statements

Introduction

1. I have audited the financial statements of the Luthuli Museum set out on pages 54 to 74... which comprise the statement of financial position as at 31 March 2016, the statement of financial performance, statement of changes in equity and cash flow statement for the year then ended, as well as the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting authority's responsibility for the financial statements

2. The accounting authority is responsible for the preparation and fair presentation of these financial statements in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA), and for such internal control as the accounting authority determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-general's responsibility

- My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with the International Standards on Auditing. Those standards require that I comply with ethical requirements, and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
- 4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Opinion

5. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Luthuli Museum as at 31 March 2016 and its financial performance and cash flows for the year then ended, in accordance with the SA Standards of GRAP and the requirements of the PFMA.

Report on other legal and regulatory requirements

6. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, compliance with legislation and internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

Predetermined objectives

- 7. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for programme 1 administration: governance and operations on pages x to x, programme 2 business development on pages x to x and programme 3 public engagement on pages x to x presented in the annual performance report of the entity for the year ended 31 March 2016.
- 8. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's Framework for managing programme performance information (FMPPI).
- 9. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
- 10. I did not identify any material findings on the usefulness and reliability of the reported performance information for the three selected programmes.

Additional matter

11. Although I identified no material findings on the usefulness and reliability of the reported performance information for the selected programmes, I draw attention to the following matter:

Achievement of planned targets

12. Refer to the annual performance report on pages x to x for information on the achievement of the planned targets for the year.

Compliance with legislation

13. I performed procedures to obtain evidence that the entity had complied with applicable legislation regarding financial matters, financial management and other related matters. I did not identify any instances of material non-compliance with specific matters in key legislation, as set out in the general notice issued in terms of the PAA.

Internal control

14. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with legislation. I did not identify any significant deficiencies in internal control.

Pietermaritzburg

Antibor - General

29 July 2016

AUDITOR-GENERAL SOUTH AFRICA

Auditing to build public confidence

ANNUAL FINANCIAL STATEMENT

For the year ended 31 march 2016

Luthuli Museum Annual financial statements for the year ended on 31 March 2016

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(a) Approval of the annual financial statements

The annual financial statements for the year ended 31 March 2016, set out on pages three to eighteen, were approved by the Council on 18 May 2016 and are signed on its behalf by:

Julanolwazi Newane

Finance Manager

Brian Xaba

Director

Jabulani Sithole

Council Chairperson

Luthuli Museum Annual Financial Statements for the year ended on 31 March 2016

Council members:

Director

Mr Brian Xaba

Council members for the period

Mr Jabulani Sithole Chairperson

Advocate Motlatjo Ralefatane Deputy Chairperson

Dr Albertinah Luthuli Member

Mr Mthunzi Luthuli Member

Dr Mxolisi Russel Mchunu Member

Prof Nomfundo Luswazi Member

Mr Maupe George Kgarume Member

Secretary

Mrs Nana Mzoneli

Audit committee

Mr Bruce SutcliffeChairpersonMr Mthunzi LuthuliMemberAdvocate Motjatjo Josephine RalefataneMemberMr Maupe George KgarumeMember

Bankers

First National Bank

Auditors

Auditor General

Registered office

PO Box 1869, Stanger 4450

3233 Nokukhanya Luthuli Street, Groutville, 4450

Luthuli Museum Annual Financial Statement for the year ended on 31 March 2016

Statement of financial position

	Note	31 March 2016 R '000	31 March 2015 R '000
Assets Non-current assets Property, plant and equipment	16	6,258 1,099	6,283 1,144
Intangibles Heritage Assets	18 19	35 5,124	19 5,120
Current assets Loans and receivables Cash and cash equivalents Inventory	11 12 17	7,857 288 7,565 4	8,318 150 8,163 5
Total assets		14,115	14,601
Funds and liabilities			
Funds and reserves			
Accumulated surplus Revaluation Reserve		8,800 4,818 13,618	9,265 4,818 14,083
Current liabilities Accounts Payable Provisions	13 14	497 88 409	518 138 380
Total funds and liabilities		14,115	14,601

Luthuli Museum Annual Financial Statements for the year ended on 31 March 2016 Statement of financial performance

	Note	31 March 2016 R '000	31 March 2015 R '000
Revenue Covernment and other greats	2	0.477	0.954
Government and other grants Income from investments	10	9,477 434	9,854 343
Sales of DVD's	4		3 4 3
Other Income	3	1 5	7
Total income Expenditure		9,917	10,205
Admin expenses	5	875	732
Staff Costs	6	5,152	4,442
Marketing	7	1,440	1,014
Audit fees	8	653	285
Operating expenses	9	2,425	2,264
		10,545	8,737
Surplus/(Deficit) for the year		-628	1,468

Luthuli Museum Annual Financial Statements for the year ended on 31 March 2016.

Statement of changes in equity For the year ended on 31 March 2016	Note	Accumulated surplus R	Total R '000
Balance as at 1 April 2014		7,797	7,797
Surplus for the year		1,468	1,468
Balance as at 31 March 2015		9,265	9,265
Prior year error	25	163	163
Balance as at 1 April 2015		9,428	9,428
Deficit for the year		-628	-628
Balance as at 31 March 2016		8,800	8,800

Luthuli Museum Annual Financial Statements for the year ended on 31 March 2016.

Cash flow statement For the year ended on 31 March 2016	Note	31 March 2016 R	31 March 2015 R
•		'000	,000
Cash flow from operating activities			
Cash receipts		9,914	10,201
Transfers and subsidies		9,477	9,854
Income from investments		431	339
Sale of DVD's		1	1
Other operating income		5	7
Cash payments		- 10,333	-8,652
Compensation of employees		- 5,123	-4,373
Goods and services		- 5,210	-4,279
Net cash generated from operating activities	15	-419	1,549
Cash outflow from investing activities Acquisition of:			
Property, plant and equipment	16	-175	-197
Heritage Assets	19	-4	
Net cash flows from investing activities		-179	-197
Net(decrease) in cash and cash equivalents		-598	1,352
Cash and cash equivalents at beginning of year		8,163	6,811
Cash and cash equivalents at the end of the year	12	7,565	8,163

Notes to Luthuli Museum Annual Financial Statements for the year ended on 31 March 2016

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with the effective Standards of Generally Recognised Accounting Practices (GRAP) including any interpretations, guidelines and directives issued by the Accounting Standard Board in accordance with Section 55(1)(b) of the Public Finance Management Act,(Act,No.1 of 1999 as amended by No.29 of 1999). Assets, liabilities, revenues and expenses have not been offset except where is required or permitted by a Standard of GRAP. The accounting policies are applied consistent with those used to present the previous year's financial statements, unless explicitly stated. The details of any changes in accounting policies are explained in the relevant policy.

The annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention, except for financial instruments that have been measured at fair value.

These accounting policies are consistent with the previous years.

Standard of GRAP approved by the Accounting Standard Board and applicable to The Luthuli Museum.

GRAP 1 Presentation of financial statements

GRAP 2 Cash flow statements

GRAP 3 Accounting policies, changes in accounting estimates and errors

GRAP 6 Consolidated financial statements and accounting for controlled entities

GRAP 9 Revenue from exchange transactions

GRAP 12 Inventories

GRAP 13 Leases

GRAP 14 Events after the reporting date

GRAP 17 Property, plant and equipment

GRAP 19 Provisions, contingent liabilities and contingent asset

GRAP 100 Non-current Assets Held for Sale and Discontinued Operations

GRAP 31 Intangible Assets

IPSAS 20 Related Party Disclosures

GRAP 23 Revenue from Non-exchange Transactions (Taxes and Transfers)

GRAP 24 Presentation of Budget Information(principle of policy applied)

GRAP 25 Employee Benefits

GRAP 26 Impairment of Cash-generating Assets(not applicable to The Luthuli Museum)

GRAP 103 Heritage Assets

GRAP 104 Financial Instruments

The following statements of Generally Recognised Accounting Practice(GRAP) issued by the

Accounting Standards Board are in issue but not applicable to The Luthuli Museum:

GRAP 4 The effects of changes in foreign exchange rates

GRAP 5 Borrowings

GRAP 6 Consolidated financial statements and accounting for controlled entities

GRAP 7 Accounting for investments in associates

GRAP 8 Financial reporting of interest in joint ventures

GRAP 10 Financial reporting in Hyperinflationary Economies

GRAP 11 Construction Contracts

GRAP 16 Investment Property

GRAP 26 Impairment of Cash-generating Assets(not applicable to The Luthuli Museum)

GRAP 100 Non-current Assets Held for Sale and Discontinued Operation

Notes to Luthuli Museum Annual Financial Statements for the year ended 31 March 2016(continue)

GRAP 27 Agriculture

IFRS 4 Insurance Consultants

IAS 12 Income Taxes

IGRAP 3 Determine whether an Arrangement contains a Lease

IFRIC 12 Service Concession Arrangements

IGRAP 6 Customer Loyalty Programmes

IGRAP 7 The Limit on a Define Benefit Asset, Minimum Funding Requirements and their Interaction

IGRAP 8 Agreements for the Construction of Assets from Exchange Transactions

GRAP 21 Impairment of Non-cash generating Assets(not applicable to The Luthuli

Museum)

1.2 Property, plant and equipment and intangibles

1.2.1 Property, plant and equipment are stated at historical cost less depreciation and accumulated impairments losses. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that the future economic benefits associated with the item will flow to The Luthuli Museum and the cost of the item can be measured reliably. The carrying amount of the replaced part is derecognised. All other repairs and maintenance should be expensed in the Statement of Financial Performance in the financial period in which they are incurred.

The useful life and depreciation method of assets is reassessed on an annual basis and any change in estimate is taken into account in the determination of remaining depreciation and amortisation charges. The residual value of property, plant and equipment is zero where the assets are to be used for the entire economic life.

1.2.2 Inventories

Inventories are measured at the lower of cost or net-realisable value.

1.2.3 Notes to Luthuli Museum Annual Financial Statements for the year ended 31 March 2016(continue)

Depreciation

Depreciation is calculated on the straight line method to write off the cost of each asset to its estimated residual values over its estimated useful life as follows:

Equipment	16.66%	(6 years)
Furniture and fittings	16.66%	(6 years)
Computer equipment	33.33%	(3 years)
Machinery	25%	(4 years)
Motor Vehicles-cars	25%	(4 years)
-bakkies	25%	(4 years)

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount and are included in operating surplus/deficit.

The Department of Public Works is the legal owner of the Land and Building occupied by The Luthuli Museum. The Department of Public Works is responsible for all major capital repairs to the buildings; the current threshold is R100, 000. All expenditure less than this amount is done by The Luthuli Museum.

1.2.4 Intangible assets

The useful life and amortisation method of intangible asset is reassessed on an annual basis and any change in estimate is taken into account in the determination of remaining amortisation charges. The residual value of intangible asset is zero where the assets are to be used for the entire economic life.

Intangible assets are shown at costs less accumulated amortisation and impairment losses. The amortisation method is as follows;

Software-straight-line over the useful life of 3 years.

1.2.5 Heritage assets

Heritage assets are carried at fair value and are not depreciated.

1.2.6 Inventories

Inventories are measured at the lower of cost or net-realisable value

Notes to Luthuli Museum Annual Financial Statements for the year ended on 31 March 2016(continue)

1.4 Financial Instruments

Measurement

Financial Instruments are initially measured at cost, which includes transaction costs. Subsequent to initial recognition, these instruments are measured as set out below:

Financial assets and financial liabilities are recognised on the Museum's Statement of Financial Position when the Museum becomes a party to the contractual provisions of the instrument.

Loans and receivables

Loans and receivables are non-derivate financial assets that are not quoted in an active market and with no intention of trading. They are included under current assets in the statement of financial position.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and other short term high liquid investments with maturity of less than three months.

Trade and other payables

Trade and other payables are stated at cost. Trade and other payables are discounted using the effective interest rate where applicable.

Gains and Losses on subsequent Measurement

Gains and Losses arising from a change in the fair value of financial instruments that are not part of a hedging relationship are included in net profit or loss in the period in which the change arises.

1.5 Revenue

Grants

Revenue related to operational expenditure is recognised as revenue when it is probable that the transfer payment will be received and the amount can be estimated reliably, unless, an obligation exists to use the transferred resources in a certain way or return the resources to the transferor. Where it is a requirement to only use the resources in a certain way with no corresponding requirement to return those resources, then no obligation exists and the revenue is recognised .Where an obligation exists, the resource is recognised as deferred revenue until the obligations are met and then recognised as revenue.

Notes to Luthuli Museum Annual Financial Statements for the year ended 31 March 2016(continue)

Interest

Interest revenue is recognised on a time proportion basis, taking into account the principal outstanding and effective rate over the period to maturity, when it is probable that such income will accrue to the institution.

Other Income

Other Income is recognised when it is probable that the future economic benefits will flow to the enterprise and it can be measured reliably.

1.6 Provisions

Provisions are recognised when The Luthuli Museum has a present legal or constructive obligation as a result of past events, when it is probable that an outflow of resources embodying financial benefits will be required to settle the obligation, and when a reliable estimate of the amount of the obligation can be made. Where the effect of discounting is material, provisions are discounted. The discount rate used is a pre-tax rate that reflects current market assessments of the time value of money, and where appropriate the risks specific to the liability.

1.7 Employee Benefits

Retirement benefit plans

It is the policy of The Luthuli Museum to provide retirement benefits for the employees. The Luthuli Museum's contributions in respect of defined contribution plan are expensed as incurred.

Other post-employment benefits

The Luthuli Museum does not provide post-employment healthcare benefits to their retirees.

Termination benefits

Termination benefits are payable whenever an employee's employment is terminated before the normal retirement date or whenever an employee accepts voluntary redundancy in exchange for these benefits. The Luthuli Museum recognises termination benefits when it is demonstrably committed to either terminate the employment of current employees according to a detailed formal plan without the possibility of withdrawal or to provide termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after balance sheet date are discounted to present value.

Notes to Luthuli Museum Annual Financial Statements for the year ended 31 March 2016(continue)

1.8 Related Parties

1.8.1 Department of Arts and Culture

Grants received for the financial year amounted to R 8,287,000 and for the year 2016/2017 will amount to R 8,226,000.

1.8.2 Department of Public Works

The Department of Public Works is the legal owner of the Land and Building occupied by The Luthuli Museum. The Department of Public Works is responsible for all major capital repairs to the buildings; the current threshold is R100, 000. All expenditure less than this amount is done by The Museum.

1.8.3 Council

The Council has been appointed by the Minister of Arts and Culture to oversee and ensure corporate governance. Council has various sub-committees such as Finance, Audit, Human Resources and Curatorial that guide and assist management which is appointed by Council.

	Note	31 March 2016 R'000	31 March 2015 R'000
2.Transfer and subsidies			
National Departments-Grant received		8,287	7,922
Municipal Charges Funded by DAC		148	81
Chief Albert Luthuli Lecture/Special Grant		1,042	968
Capital Fund			883
		9,477	9,854
3.Other Income			
Donation received		-	1
Tender deposits		3	6
Ticket and book sales		5	-
	_	5	7
4.Dvd Sales		1	1
5.Administrative expenses			
Computer expenses		143	153
Courier and Postage		24	36
Protective Clothing		-	1
Fees for services:			
-Administrative		69	43
-Board members		145	90
Stationery and printing		116	93
Communication costs		135	129
Bank charges		28	34
Training and staff development		43	72
Rental Parking		24	-
Municipal Charges		148	81
Total		875	732

Notes to Luthuli Museum Annual Financial Statements for the year ended 31 March 2016

	31 March 2016 R'000	31 March 2015 R'000
6.Staff costs		
Wages and salaries	3,239	2,823
-Basic salaries	2,830	2,442
-Leave payments	409	381
Senior Management Emoluments	1,913	1,619
Director	910	838
Finance Manager Curator	615 194	571
Marketing Manager	194	210
Total	5,152	4,442
7.Marketing costs Advertising and Promotions	168	110
Exhibitions	17	63
Public Programmes	1,255	841
Total	1,440	1,014
8. Audit fees	653	285
Statutory	408	285
Internal Audit	245	-
9.Other operating expenses	1,143	1,156
Consultants, contractors and special services	956	960
Entertainment and Refreshments	12	27
Insurance	164	162
Subscriptions	11	7
Other expenses	1,282	1,108
-Machinery & Equipment	251	185
-Other maintenance, repairs and running costs	45	31
Depreciation -Assets carried at cost	219	144
Amortisation	-16	15
Municipal services	8	9
Travel and subsistence	759	724
Interest Paid	16	-
Total	2,425	2,264

Notes to Luthuli Museum Annual Financial Statements for the year ended 31 March 2016(continue)

	31 March 2016	31 March 2015
10.Finance Income	R'000	R'000
-Short-term investments	434	343
11.Loans and receivables		
Accrued income(interest)	25	22
Staff debtors	263	128
	288	150
12.Cash and cash equivalents		
Cash and balances with banks	216	1,126
Short-term deposit/investments	7,349	7,037
Total	7,565	8,163
13.Accounts Payable		
Accruals	88	138
14.Provisions		
Opening balance	380	311
Utilisation of provisions during the year	-	-
Unused amounts reversed during the year	(380)	(311)
Provisions made during the year	409	380
Less: current portion of provisions	-	-
Closing balance	409	380
Analysis for reporting purposes:	409	380
Non-current provisions	-	-
Current provisions	409	380

Notes to Luthuli Museum Annual Financial Statements for the year ended 31 March 2016(continue)

15. Reconciliation of surplus/(deficit) for the ye generated by operations	ear to cash 31 March 2016 R'000	31 March 2015 R'000
Surplus /(deficit) for the year	-628	1,468
Non-cash movements/working capital:	209	81
Depreciation	219	144
Amortisation	-16	15
Increase/ (decrease) in receivables	-138	-99
(Increase)/decrease in provisions	29	69
Decrease/Increase in inventory	1	-
Decrease/(increase) in payables	-49	-21
Other non-cash item	163	-27
Cash (utilised in) operations	-419	1,549

Equipme nt	Motor Vehicles	Computer Hardware	Office Furniture & Fittings	Total
R'000	R7000	R'000	R'000	K*000
145	338	296	311	1,090
382	487	526	996	2,391
(237)	(149)	(230)	(685)	(1,301)
2 (32)	(22)	195 (112)	- 23	197 (143)
115	316	379	334	1,144
150.00			(8 5 5	2,588
(269)	(171)	(342)	(662)	(1,444)
118 (1)	(122)	46 5	11 (101)	175 (219)
231	194	430	244	1,099
501	487	767	1,007	2,762
(270)	(293)	(337)	(763)	(1,663)
	nt R'000 145 382 (237) 2 (32) 115 384 (269) 118 (1) 231 501	nt Vehicles R'000 R'000 145 338 382 487 (237) (149) 2 - (32) (22) 115 316 384 487 (269) (171) 118 - (1) (122) 231 194 501 487	nt Vehicles Hardware R'000 R'000 R'000 145 338 296 382 487 526 (237) (149) (230) 2 - 195 (32) (22) (112) 115 316 379 384 487 721 (269) (171) (342) 118 - 46 (1) (122) 5 231 194 430 501 487 767	Equipme nt Motor Vehicles Computer Hardware Furniture & Fittings R'000 R'000 R'000 R'000 145 338 296 311 382 487 526 996 (237) (149) (230) (685) 2 - 195 - (32) (22) (112) 23 115 316 379 334 384 487 721 996 (269) (171) (342) (662) 118 - 46 11 (1) (122) 5 (101) 231 194 430 244 501 487 767 1,007

17. Inventory	31 March 2016 R'000	31 March 2015 R'000
Goolum Suleman Books Dvd's	1 3 4	1 4 5

Notes to Luthuli Museum Annual Financial Statements for the year ended 31 March 2016 (continued)

		31 March 2016
18	Intangibles(Software)	R'000
	Opening net carrying amount 01 April 2014 Gross carrying amount Accumulated amortisation	34 54 (20)
	Additions	-
	Amortisation & Write up	(15)
	Closing net carrying amount at 31 March 2015 Gross carrying amount Accumulated amortisation	54 (35)
	Additions	-
	Amortisation & Write up	16
	Closing net carrying amount at 31 March 2016 Gross carrying amount Accumulated amortisation	35 54 (19)
19	Heritage assets Opening net carrying amount at 01 April 2014 Gross carrying amount Accumulated impairment	297 305 (8)
	Additions	-
	Revaluation	4,823
	Closing net carrying amount at 31 March 2015 Gross carrying amount Accumulated impairment	5,120 5,128 (8)
	Additions	4
	Impairment	(-)
	Closing net carrying amount at 31 March 2016 Gross carrying amount Accumulated impairment	5,124 5,132 (8)

Notes to Luthuli Museum Annual Financial Statements for the year ended on 31 March 2016(continue)

Heritage Assets

Luthuli Museum is in custody of items of heritage assets in the form of documents, photographs, books, audio-visuals, paintings and other artefacts which were evaluated by independent valuer: Gifillan Scott-Berning Fine And Decorative Arts Consultants. The evaluation certificate was received by Luthuli Museum on 11 April 2014. These assets were evaluated using the current market value determined by the market and cost to replace those assets. The total monetary value for all the items as at 31 March 2016 amounted to R 5,123,789.30(2015:R 5,119,658.00).

20 Tax exemption

The Luthuli Museum is exempt from taxation in terms Section 10 (1) (cA) (I) of the Income Tax

21 **Financial Instruments**

21.1 Overview

The Luthuli Museum has exposure to the following risks from its use of financial instruments.

- -Credit risk
- -Liquidity risk
- -Market risk
- -Interest rate risk

The note presents information about. Luthuli Museum's exposure to each of the above risks, Luthuli Museum's objectives, policies and processes for measuring and managing risk, and Luthuli Museum's management of capital. Further quantitative disclosures are included throughout these financial statements. In terms of Treasury Regulations 27.2.1, issued in terms of the PFMA, the accounting authority (Council) must ensure that a risk assessment is conducted regularly to identify emerging risks in the entity. The Council has establish an Audit Committee which is responsible for and monitoring Luthuli Museum's risks management policies.

Luthuli Museum's risk management policies are established to identify and analyse the risks faced by Luthuli Museum, to set appropriate risks limits and controls, and to monitor risks and adherence to limits. Risk management policies and systems are reviewed regularly to reflect changes in market conditions and Luthuli Museum's activities.

Audit committee oversees how management monitors compliance with Luthuli Museum's risk management policies and procedures and reviews the adequacy of the risk management framework in relation to the risks faced by Luthuli Museum. The Audit Committee is assisted in its oversight role at operations level by Internal Audit. Internal Audit undertakes both regular and ad hoc reviews of risks management controls and procedures, results of which are reported to the Audit Committee.

21.2 Credit risk

Credit risk is the risk of financial loss to Luthuli Museum if a customer or counterparty to a financial instrument fails to meet its contractual obligations and rises principally from Luthuli Museum's receivables from customers.

21.2.1 Trade and other receivables

Luthuli Museum has no significant exposure to credit risk. The credit risk applicable to Luthuli Museum as at 31 March 2016 amounted to: R 25,000 (2015: R 22,000). Luthuli Museum policy is to monitor its exposure to credit risk on a monthly basis. At year end, the maximum exposure to credit risk is represented by the carrying amount of each financial asset.

Notes to Luthuli Museum Annual Financial Statement for the year ended on 31 March 2016 (continue)

21.2.2 Investments

Luthuli Museum limits its exposure to credit risk by investing only in liquid securities and with approved banks and financial institutions.

21.2.3 Liquidity risk

Liquidity risk is that Luthuli Museum will not be able to meet its financial obligations as they fail due. Luthuli Museum's approach to managing liquidity is to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to Luthuli Museum's reputation.

An assessment is made of the payments due in advance. Monies are transferred to the current account to bi-monthly obligations. Any surpluses are invested on a Call Account. It is the policy of Luthuli Museum, not to borrow monies. There are thus no credit facilities available.

21.3 Market risk

Market risk is the risk that changes in market prices, such as the interest rates will affect Luthuli Museum's income. The objective of market risk management is to manage and control market risk exposures within acceptable parameters, while optimizing return.

Luthuli Museum policy is to invest surplus cash. Optimal rates and policies are received from various institutions.

Luthuli Museum is exposed to fluctuating market prices inherent in the trading of listed investments. The fair value of traded instruments is based on the market prices of those instruments. The exposure of Luthuli Museum to these investments as at 31 March 2016 amounted to R 7,349,008(2015: R 7,038,552).

21.3.1 Currency risk

Luthuli Museum does not engage in foreign currency transactions and is thus not exposed to this risk.

21.3.2 Inherent rate risk

It is the policy of Luthuli Museum, not to borrow monies. There are thus no credit facilities available. There is thus no risk relating to changes in the interest rate.

21.4 Fair values

The fair values of financial assets and liabilities are the same as the carrying values reflected in the statement of financial position.

22 Commitments

At the reporting date, Luthuli Museum had no outstanding commitments.

23 Subsequent events

There were no significant events that occurred between reporting date and the date of this report.

24	Fruitless or wasteful expenditure	31 March	31 March
	-	2016	2015
		R'000	R'000
	Reconciliation of the fruitless or wasteful expenditure:		
	Opening balance	-	-
	Fruitless and wasteful expenditure awaiting condonement	16	
	•	16	

25	Prior year error	Accumulated Surplus
	•	R'000
	Balance as at 31 March 2015	9,265
	Prepaid insurance	163
	Restated Balance as at 31 March 2015	9,428

Notes to Luthuli Museum Annual Financial Statement for the year ended on 31 March 2016 (continue)

During the financial year the museum corrected a fundamental error. An amount of R163,929.53 relating to the insurance premium was incorrectly treated as the other projects payment in the financial statements for the year ended on 31 March 2015. This amount should have been treated as the prepaid expense in the financial statements for 2015. The opening balance on the Accumulated surplus account as at 1 April 2015 is restated at R 9,428,000. It was previously shown at R 9,265,000.

26 Lease

Operating lease rentals are expensed as they become due. The operating lease payments are recognised as an expense during the period that are disclosed in the statement of financial performance.

	31 March	31 March
	2016	2015
	R'000	R '000
Operating lease commitments:		
Due within one year	23,952	-
Due between one and five years	122,277	
	146,229	-

Notes to Luthuli Museum Annual Financial Statement for the year ended on 31 March 2016 (continue)

27. Budget Reconciliation	Actual	Budget	Variance
SALES			
Sales - DVD's	900.00	_	900.00
	900.00	-	900.00
OTHER INCOME			
Subsidy Income	9 477 283.51	8 287 000.00	1 190 283.51
Transfer from Investments		2 230 771.00	-2 230 771.00
Luthuli Lecture		1 042 000.00	-1 042 000.00
Interest - Stanlib	272 428.01		272 428.01
Interest - Fnb Money Market	154 214.31		154 214.31
Interest on 32 Days Notice Deposit	7 389.31		7 389.31
Tender Deposits	3 300.00		3 300.00
Other Income	1 534.00		1 534.00
Donations Received	100.00	1000.00	-900.00
Donations Received	9 916 249.14	11 560 771.00	-1 644 521.86
	7 710 247.14	11 500 //1.00	1 011 521.00
EXPENSES			
Audit Fees - Internal Audit	244 764.82	330 000.00	85 235.18
Audit Fees - External Audit	408 203.35	291 520.00	-116 683.35
Other Projects	484 086.90	113 439.00	-370 647.90
Security - OOE	471 960.52	522 491.00	50 530.48
Adverts & Promotins	167 947.15	164 700.00	-3 247.15
Exhibitions - Marketing	16 728.40	54 276.00	37 547.60
Public Programs - Marketing	717 328.52	676 068.00	-4 1260.52
Luthli Lecture 2015	537 808.00	967 800.00	429 992.00
Bank Charges - AE	27 940.43	44 178.00	16 237.57
Cleaning - OOE	45 347.42	50 266.00	4 918.58
Computer Expenses - AE	142 983.60	154 155.00	11 171.40
Consultation Fees - OOE	435.00	5725.00	5 290.00
Courier & Postage - AE	24 068.50	27 209.00	3 140.50
Depreciation - OOE	204 267.68	613 060.00	408 792.32
Donations	20.00		-20.00
Water - OOE	7 510.50	9627.00	2 116.50
Electricity	148 283.51		-148 283.51
Refreshments - OOE	11 569.53	19981.00	8 411.47
HR - Administration Costs	69 127.70	63785.00	-5 342.70
Insurance - OOE	164 301.53	164328.00	26.47
Interest Paid	16 222.50		-16 222.50
Rental Parking	23 952.00	77.000.00	-23 952.00
Motor Vehicle Expens- OOE	71 128.38	75 000.00	3 871.62
Print-Annual Rep.& Broch	41 523.92	52 786.00	11 262.08

Notes to Annual Financial Statement for the year ended on 31 March 2016(continued)

Stationery -AE	72 559.63	83 136.00	10 576.37
Repairs & Maint- OOE	250 621.15	223 716.00	-26 905.15
Salaries	5 141619.01	5 725 870.00	584 250.99
Casual Wages	10 351.10	10 000.00	-351.10
Training & Development - AE	42 595.30	70 594.00	27 998.70
Protective Clothing - AE		5 725.00	5725.00
Subscriptions	11 068.00	7 490.00	-3 578.00
Telephone & Fax - AE	78 673.89	107 659.00	28 985.11
Cellphone Expenses - AE	55 497.24	48 360.00	-7 137.24
Travel & AccomStaff	278 217.52	285 000.00	6 782.48
Honoraria - AE	145 161.02	155 957.00	1 0795.98
Travel & Accom-Council	411 004.82	436 857.00	25 852.18
	10 544 878.54	11 560 758.00	1 015 879.46
NET PROFIT / (LOSS)			
BEFORE TAX	-627 729.40	13.00	-627 742.40
NET PROFIT / (LOSS)	-627 729.40	13.00	-627 742.40

Notes

